

A FRAMEWORK FOR TRANSPARENCY AUDIT

The RTI Act under section 4 provides a comprehensive framework for promoting openness in the functioning of the public authorities.

While Section 4(1) (a) provides a general guideline for record management, so that the information could be easily stored and retained, the sub-sections b, c and d of Section 4 relate to the organizational objects and functions. Sub-sections (b), (c) and (d) of Section 4 of the RTI Act and other related information can be grouped under six categories; namely, 1-organisation and function, 2- Budget and programmes, 3- Publicity and public interface, 4- E. governance, 5- Information as prescribed and 6. Information disclosed on own initiative.

1. Organisation and Function

S. No.	Item	Details of disclosure	Particulars
1.1	Particulars of its organisation, functions and duties [Section 4(1)(b)(i)]	(i) Name and address of the Organization	Department of Food & Supplies & Consumer Affairs and Legal Metrology, Sector 17, Chandigarh, www.chdfood.gov.in
		(ii) Head of the organization	Secretary Food & Supplies
		(iii) Vision, Mission and Key objectives	To ensure efficient transfer of food subsidy in lieu of raw food grains to eligible beneficiaries under DBT scheme.
		(iv) Function and duties	Inspire to achieve excellence and serve the citizens of Chandigarh to maximum satisfaction.

		(v) Organization Chart	• Secretary Food & Supplies • Director Food Supplies cum Controller Legal Metrology • Director Food & Supplies cum Additional Controller Legal Metrology • District Food & Supplies Officer (DFSO)
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		(vi) Any other details-the genesis, inception, formation of the department and the HoDs from time to time as well as the committees/ Commissions constituted from time to time have been dealt	State Food Commission under NFSA (Nation Food Security Act) Vigilance Committee under NFSA
1.2	Power and duties of its officers and employees [Section 4(1)(b)(ii)]	(i) Powers and duties of officers (administrative, financial and judicial) (ii) Power and duties of other employees (iii) Rules/ orders under which powers and duty are derived and (iv) Exercised (v) Work allocation	RTI Annexure 2
1.3	Procedure followed in decision making process [Section 4(1)(b)(iii)]	(i) Process of decision making Identify key decision making points (ii) Final decision making authority (iii) Related provisions, acts, rules etc. (iv) Time limit for taking a decisions, if any (v) Channel of supervision and accountability	1. Administrative Matters 2. Grant of sanction of Expenditure 1. Secretary Food & Supplies 2. Director Food & Supplies 3. Additional Director 4. District Food & Supplies and Consumer Affairs Officer RTI Annexure 5 RTI Annexure 4 1.1 (V)
1.4	Norms for discharge of	(i) Nature of functions/ services offered	Enrolment under DBT (Direct Benefit Transfer) Scheme Modification / deletion / addition in family

	functions [Section 4(1)(b)(iv)]		size Surrender of DBT Card Awareness Generation One Nation One Ration Card Issue of licenses under LM Wing
		(ii) Norms/ standards for functions/ service delivery	The instructions & guidelines and time table issued by the Chandigarh Administration.
		(iii) Process by which these services can be accessed	
		(iv) Time-limit for achieving the targets	As per concerned subject matter .
		(v) Process of redress of grievances	Through online CPGRAM, Chandigarh Portal, Helpline, Tollfree nos.
1.5	Rules, regulations, instructions manual and records for discharging functions [Section 4(1)(b)(v)]	(i) Title and nature of the record/ manual /instruction.	The instructions & guidelines and time table issued by the Chandigarh Administration.
		(ii) List of Rules, regulations, instructions manuals and records.	The policy of Chandigarh Administration is being followed
		(iii) Acts/ Rules manuals etc.	1. Nation Food Security Act (NFSA- 2013) 2. Consumer Protection Act 3. Essential Commodities (EC) Act 4. Liquefied Petroleum Gass (LPG) Act 5. Legal Metrology (LM) Act
		(iv) Transfer policy and transfer orders	As per Chandigarh Administration orders
1.6	Categories of	(i) Categories of documents	1. Correspondence with different

	documents held by the authority under its control [Section 4(1)(b) (vi)]		Departments of Chandigarh Administration. 2. Correspondence with the Government of India, Ministry of Consumer Affairs, Department of Food and Public Distribution, New Delhi 3. Video Conference/meetings which was organized by the Government of India, Ministry of Consumer Affairs, Department of Food and Public Distribution, New Delhi 4. Meetings/ Trainings organized by Chandigarh Administration 5. Sanction of Head Quarter Staff & Funds. 6. Quarterly Court Case Reports/ Quarterly Employment Exchange Report. 7. Reconciliation from Accountant General, UT Chandigarh. 8. Reconciliation from Accountant General, UT Chandigarh. 9. Bills/Record of Salary/O.E./T.E./Medical/ etc. 10. Filing of quarterly/annual TDSReturns/GST- Returns. 11. Filing of quarterly/annual TDSReturns/GST- Returns. 12. RTI Matters. 13. Leave Account, Personal Files and Service books of employees. 14. Roaster of SC/OBC. 15. Annual Report regarding Representation of persons with Benchmark Disabilities. 16. Miscellaneous Matters
		(ii) Custodian of documents/categories	Department of Food & Supplies
1.7	Boards, Councils, Committees	(i) Name of Boards, Council, Committee etc.	NA
		(ii) Composition	

	and other Bodies constituted as part of the Public Authority [Section 4(1)(b)(viii)]	(iii) Dates from which constituted (iv) Term/ Tenure (v) Powers and functions (vi) Whether their meetings are open to the public? (vii) Whether the minutes of the meetings are open to the public? (viii) Place where the minutes if open to the public are available?	NA
1.8	Directory of officers and employees [Section 4(1) (b) (ix)]	(i) Name and designation (ii) Telephone , fax and email ID	RTI Annexure 9 Phone:0172-2703956 Toll-Free No.: 1800-180-2068 E- Mail: fcs-chd@nic.in
1.9	Monthly Remuneration received by officers & employees including system of compensation [Section 4(1) (b) (x)]	(i) List of employees with Gross monthly remuneration (ii) System of compensation as provided in its regulations	RTI Annexure 10 The compensation is provided as per Chandigarh Administration
1.10	Name, designation and other particulars of public information officers [Section 4(1) (b)]	(i) Name and designation of the public information officer (PIO), Assistant Public Information (s) & Appellate Authority (ii) Address, telephone numbers and email ID of each designated official.	Sh. Paviter Singh, PCS, Director Food & Supplies cum Controller Legal Metrology. (First Appeal Authority), Sh. Raj Pal, CPIO 0172-2703956 9216352111

	(xvi)]		Particulars
1.11	No. Of employees against whom Disciplinary action has been proposed/ taken (Section 4(2))	No. of employees against whom disciplinary action has been (i) Pending for Minor penalty or major penalty proceedings (ii) Finalised for Minor penalty or major penalty proceedings	NIL NIL
1.12	Programmes to advance understanding of RTI (Section 26)	(i) Educational programmes (ii) Efforts to encourage public authority to participate in these programmes (iii) Training of CPIO/APIO (iv) Update & publish guidelines on RTI by the Public Authorities concerned	NIL NIL As organized by Chandigarh Administration from time to time NIL
1.13	Transfer policy and transfer orders [F No. 1/6/2011- IR dt. 15.4.2013]		As per the Chandigarh Administration

2. Budget and Programme

S. No.	Item	Details of disclosure	Particulars
2.1	Budget allocated to each agency including all plans, proposed expenditure and reports on disbursements made etc. [Section 4(1)(b)(xi)]	(i) Total Budget for the public authority	RTI Annexure 15
		(ii) Budget for each agency and plan & programmes	
		(iii) Proposed expenditures	
		(iv) Revised budget for each agency, if any	
		(v) Report on disbursements made and place where the related reports are available	
2.2	Foreign and domestic tours (F. No. 1/8/2012- IR dt. 11.9.2012)	(i) Budget	Nil
		(ii) Foreign and domestic Tours by ministries and officials of the rank of Joint Secretary to the Government and above, as well as the heads of the Department. a) Places visited b) The period of visit c) The number of members in the official delegation d) Expenditure on the visit	
		(iii) Information related to procurements	Nil

		a) Notice/tender enquires, and corrigenda if any thereon, b) Details of the bids awarded comprising the names of the suppliers of goods/ services being procured, c) The works contracts concluded – in any such combination of the above- and d) The rate /rates and the total amount at which such procurement or works contract is to be executed.	NA
2.3	Manner of execution of subsidy programme [Section 4(i)(b)(xii)]	(i) Name of the programme of activity	DBT (Direct Benefits Transfer) Scheme for food grains
		(ii) Objective of the programme	Transfer of food subsidy amount directly into aadhar linked bank account of registered beneficiaries on monthly basis as per entitlement under NFSA (Nation Food Security Act)
		(iii) Procedure to avail benefits	Through filling up the application forms alongwith documents for enrolment under DBT Scheme for foodgrains
		(iv) Duration of the programme/ scheme	Ongoing
		(v) Physical and financial targets of the programme	Monthly
		(vi) Nature/ scale of subsidy /amount allotted	Rs. 167.52/- per person/month for Priority Households(PHH) and Rs.

			1172.164/- per family/month for AAY Households
		(vii) Eligibility criteria for grant of subsidy	Annual family income upto Rs. 1.50 Lakh for PHH and upto Rs. 60,000/- for AAY households
		(viii) Details of beneficiaries of subsidy programme (number, profile etc)	Priority Households (71,300) and Antodya Anna Yojna Households (244), the detail is available on the departmental website.
2.4	Discretionary and non-discretionary grants [F. No. 1/6/2011-IR dt. 15.04.2013]	(i) Discretionary and non-discretionary grants/ allocations to State Govt./ NGOs/other institutions	Nil
		(ii) Annual accounts of all legal entities who are provided grants by public authorities	Nil
2.5	Particulars of recipients of concessions, permits of authorizations granted by the public authority [Section 4(1) (b) (xiii)]	(i) Concessions, permits or authorizations granted by public authority	Nil
		(ii) For each concessions, permit or authorization granted a) Eligibility criteria b) Procedure for getting the concession/ grant and/ or permits of authorizations c) Name and address of the recipients given concessions/ permits or authorisations	Nil

		d) Date of award of concessions /permits of authorizations	
2.6	CAG & PAC paras [F No. 1/6/2011- IR dt. 15.4.2013]	CAG and PAC paras and the action taken reports (ATRs) after these have been laid on the table of both houses of the parliament.	Nil

3. Publicity Band Public interface

S. No.	Item	Details of disclosure	Particulars
3.1	Particulars for any arrangement for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof [Section 4(1)(b)(vii)] [F No 1/6/2011-IR dt. 15.04.2013]	Arrangement for consultations with or representation by the members of the public (i) Relevant Acts, Rules, Forms and other documents which are normally accessed by citizens	Not Applicable
		(ii) Arrangements for consultation with or representation by a) Members of the public in policy formulation/ policy implementation b) Day & time allotted for visitors c) Contact details of Information & Facilitation Counter (IFC) to provide publications frequently sought by RTI applicants	Not Applicable
		Public- private partnerships (PPP) (i) Details of Special Purpose Vehicle (SPV), if any	Not Applicable
		(ii) Detailed project reports	Not Applicable

		(DPRs)	
		(iii) Concession agreements.	Not Applicable
		(iv) Operation and maintenance manuals	Not Applicable
		(v) Other documents generated as part of the implementation of the PPP	Not Applicable
		(vi) Information relating to fees, tolls, or the other kinds of revenues that may be collected under authorisation from the government	Not Applicable
		(vii) Information relating to outputs and outcomes	Not Applicable
		(viii) The process of the selection of the private sector party (concessionaire etc.)	Not Applicable
		(ix) All payment made under the PPP project	Not Applicable
3.2	Are the details of policies / decisions, which affect public, informed to them [Section 4(1) (c)]	Publish all relevant facts while formulating important policies or announcing decisions which affect public to make the process more interactive; (i) Policy decisions/ legislations taken in the previous one year	Not Applicable
		(ii) Outline the Public consultation process	
		(iii) Outline the arrangement for consultation before formulation of policy	

3.3	Dissemination of information widely and in such form and manner which is easily accessible to the public [Section 4(3)]	Use of the most effective means of communication (i) Internet (website)	www.chdfood.gov.in
3.4	Form of accessibility of information manual/ handbook [Section 4(1)(b)]	Information manual/handbook available in (i) Electronic format	NA
		(ii) Printed format	
3.5	Whether information manual/ handbook available free of cost or not [Section 4(1)(b)]	List of materials available (i) Free of cost	NA
		(ii) At a reasonable cost of the medium	

4. E. Governance

S .No.	Item	Details of disclosure	Particulars
4.1	Language in which Information Manual/Handbook Available [F No. 1/6/2011-IR dt. 15.4.2013]	(i) English	NA
		(ii) Vernacular/ Local Language	
4.2	When was the information Manual/Handbook last updated? [F No. 1/6/2011-IR dt 15.4.2013]	Last date of Annual updation	NA
4.3	Information available in electronic form [Section 4(1)(b)(xiv)]	(i) Details of information available in electronic form	Yes
		(ii) Name/ title of the document/record/ other information	All the related information/documents/Acts are uploaded on the website of the department www.chdfood.gov.in
		(iii) Location where available	On departmental website
4.4	Particulars of facilities available	(i) Name & location of the faculty	The Department information is available on website of Chandigarh Administration (www.chdfood.gov.in)

	to citizen for obtaining information [Section 4(1)(b)(xv)]	(ii) Details of information made available	The Departmental information is available on departmental website.
		(iii) Working hours of the facility	Official timing of Chandigarh Administration is 9:30 AM to 5:30 PM
		(iv) Contact person & contact details (Phone, fax email)	Phone:0172-2703956 Toll-Free No.: 1800-180-2068 E- Mail: fcs-chd@nic.in
4.5	Such other information as may be prescribed under section 4(i)(b)(xvii)	(i) Grievance redressal mechanism	The grievances are received in the departmental portal and are finalized at the level of nodal officer with consultation of Head of office/Head of Department
		(ii) Details of applications received under RTI and information provided	38 Application received and 38 dispose of during financial year
		(iii) List of completed schemes/ projects/ Programmes	nil
		(iv) List of schemes/ projects/ programme underway	
		(v) Details of all contracts entered into including name of the contractor, amount of contract and period of completion of contract	
		(vi) Annual Report	

		(vii) Frequently Asked Question (FAQs)	Relating to enrolment under the Direct Benefit Transfer(DBT) Schemes for foodgrains/addition/deletion/surrender of Ration Card
		(viii) Any other information such as a) Citizen's Charter	NA
		b) Result Framework Document (RFD)	NA
		c) Six monthly reports on the	
		d) Performance against the benchmarks set in the Citizen's Charter	
4.6	Receipt & Disposal of RTI applications & appeals [F.No 1/6/2011-IR dt. 15.04.2013]	(i) Details of applications received and disposed	38 Application received and 38 dispose of
		(ii) Details of appeals received and orders issued	01 appeals and 01 orders issued
4.7	Replies to questions asked in the parliament [Section 4(1)(d)(2)]	Details of questions asked and replies given	09 parliament question received during the 2023-24

5. Information as may be prescribed

S. No.	Item	Details of disclosure	Particulars
5.1	Such other information as may be prescribed [F.No. 1/2/2016-IR dt. 17.8.2016, FNo. 1/6/2011-IR dt. 15.4.2013]	(i) Name & details of (a) Current CPIOs & FAAs (b) Earlier CPIO & FAAs from 1.1.2015	- Sh. Paviter Singh, PCS, Director Food & Supplies cum Controller Legal Metrology. (First Appeal Authority), - Current CPIO Sh. Raj Pal, Inspector Food & Supplies.
		(ii) Details of third party audit of voluntary disclosure (a) Dates of audit carried out (b) Report of the audit carried out	The third party audit conducted on 26.04.2024
		(iii) Appointment of Nodal Officers not below the rank of Joint Secretary/ Additional HoD (a) Date of appointment (b) Name & Designation of the officers	NIL
		(iv) Consultancy committee of key stake holders for advice on suo-motu disclosure (a) Dates from which constituted (b) Name & Designation of the officers	Not applicable
		(v) Committee of PIOs/FAAs with rich experience in RTI to identify frequently sought information under RTI (a) Dates from which constituted (b) Name & Designation of the Officers	NIL

6. Information Disclosed on own Initiative

S. No.	Item	Details of disclosure	Particulars
6.1	Item / information disclosed so that public have minimum resort to use of RTI Act to obtain information	The information is made available on the departmental website	www.chdfood .gov.in

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)
(i)
OF THE RIGHT TO INFORMATION ACT, 2005

(The particulars of the organization, functions and duties)

Sr. No.	<u>Name of the Organization/Department</u>	<u>Function and duties (in brief)</u>
1.	Department of Food &. Supplies and Consumer Affairs & Legal Metrology, U.T. Chandigarh	• Implementation of the National Food Security Act, 2013 • Cash Transfer of Food Subsidy Rules 2015 • Consumer Protection Act 1986 and Rules 1987 • Chandigarh Legal Metrology (Enforcement) Rules, 2011 • EC Act, 1955

ANNEXURE-2

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)
(b) (ii) OF THE RIGHT TO INFORMATION ACT, 2005

(The powers and duties of the officers and employees)

Sr. No.	Name of the post	Powers and duties
1.	Secretary Food & Supplies and Consumer Affairs & Legal Metrology	Administrative Secretary
2.	Director, Food & Supplies and Consumer Affairs & Legal Metrology	Head of the Department
3.	Additional Director Food & Supplies and Consumer Affairs & Legal Metrology	Head of office
4.	District Food & Supplies and Consumer Affairs Officer	Supervision of working of the staff of the department, implementation of the DBT Scheme for foodgrains under National Food Security Act, 2013 and control orders issued under the Essential Commodities Act, 1955 and Consumer Protection Act, 1986, Chandigarh Legal Metrology (Enforcement) Rules, 2011
5.	Assistant Food & Supplies Officer	Implementation of the DBT Scheme for foodgrains under National Food Security Act, 2013 and control orders issued under the Essential Commodities Act, 1955.
6.	Superintendent	Establishment Branch and Drawing & Disbursing Officer
7.	Sr. Assistant (Accounts)	Establishment & Service Matters

8.	Jr. Auditor	To deal financial matters
9.	Inspectors	To implement various Acts and control orders, Identification and enrolment of DBT Beneficiaries under NFSA and supervision of area allotted.
10.	Inspectors Gr-II	To implement various act and control orders, Identification of DBT Beneficiaries under NFSA and supervision of area allotted.
11.	Steno	Establishment branch and duties assigned by the officers from time to time.
12.	Clerks	Submission of daily dak to the supervisory staff.

ANNEXURE-3

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i) (b)
(iii) OF THE RIGHT TO INFORMATION ACT, 2005

(The procedure followed in the decision making process, including
channels of supervision and accountability)

Sr. No.	Nature/Type of work	Level at which the case is initiated (Name of the post)	Name of the post which deal with the case before the decision making authority	Level at which decision is made. (Name of the post)
1.	Enrolment of Beneficiaries under NFSA/DBT Scheme	Inspector/ Inspector Gr-II	Inspector/ Inspector Gr-II	Assistant Food & Supplies Officer
2.	Surrender/Deletion Certificates, Addition/ Deletion of units.	Inspector/ Inspector Gr-II	Inspector/ Inspector Gr-II	Assistant Food & Supplies Officer
3.	Correspondence with Ministry/Gol	Inspector	AFSO/DFSO	Additional Director/ Director/Secretary Food & Supplies and Consumer Affairs & Legal Metrology, depending on the subject matter.

4.	Financial matters	Jr. Auditor	Superintendent	Additional Director/ Director/Secretary Food & Supplies and Consumer Affairs & Legal Metrology, depending on the subject matter.
5.	Appointment and Disciplinary Cases and other correspondence work relating to Establishment	Superintendent	DFSO	ADFS /Director Food & Supplies and Consumer Affairs & Legal Metrology

ANNEXURE-4

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i) (b)
(iv)
OF THE RIGHT TO INFORMATION ACT, 2005**

(The norms set for the discharge of its functions)

Sr. No.	Name of the service being provided	Given time limit for delivery of each service (no. of working days)	Designation of the designated officer
1.	Enrolment under DBT	07 days	Incharge DBT Branch
2.	Validation of beneficiary by Gol	05 days	PFMS (Gol)
3.	Addition/Deletion of members	01 day	Concerne area d Inspector
4.	Change of address	04 days	Concerne area d Inspector
5.	Change of Head of Family/ change of name	02 days	Concerne area d Inspector
6.	Standardization of commercial, Weights & Measures in the Working Standard Laboratory	On the spot	Inspector Legal Metrology
7.	Verification and Stamping of Weights & Measures at site	First come first served basis as per applications by the Trader	Inspector Legal Metrology
8.	Issue of Licenses for Manufacturers/ Repairers/Dealers of Weights and Measuring Instruments	2 Months	Inspector Legal Metrology
9.	Renewal of Licenses for Manufacturers/ Repairers/Dealers of Weights, Measures, Weighing and Measuring Instruments.	2 Months	Inspector Legal Metrology
10.	Registration Certificate as Manufacturer/ Packers/Importers	30 Days	Inspector Legal Metrology

ANNEXURE-5
DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH
PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(i)
(b) (v)

OF THE RIGHT TO INFORMATION ACT, 2005
(The rules, regulations, instructions, manuals and records, held by it or under
control or used by employees for discharging functions)

Sr. No.	Name of the Act	Name of the Rules	Name of the Manuals	Instructions/Notifications (Write Circular No./date)	Any other Record/Documents
1	EC Act, 1955			1. The Chandigarh Hoarding Prevention Order, 1977. 2. The Chandigarh Commo- dities Price Marking and Display Order, 1975. 3. Lequified Petroleum Gas (Regulation of Supply and Distribution) Order, 2000.	
2.	Consumer Protection Act, 1986	The Chandigarh Consumer Protection Rules, 1987.		Protecting the rights of consumers by implementing the Consumer Protecting Act	
3.	National Food Security Act, 2013			Governed by Cash Transfer Rules, 2015 under Direct Benefit Transfer (DBT)Scheme for food grains	
4	Legal Metrology Act 2009	Chandigarh Legal Metrology Enforcement Rules,2011 The Legal Metrology(Pack a ged Commodities)Rules, 2011			

ANNEXURE-6

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)
(vi)
OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the categories of documents that are held or under control)

S r . N o .	Branch	Documents	Category of the Documents	Custodian Document s	6	7		
1	Estt. Branch	Estt. Record	Estt. Record	Dealing Assistant				
2	Account s Branch	Financial/Budget	Financial/Budget	Dealing Assistant				
3	DBT	DBT Proposal File Utilization Certificate Cash Transfer Rules, 2015	DBT Proposal File Utilization Certificate Cash Transfer Rules, 2015	Dealing Assistant				
4	NFSA	NFSA Act, 2013 NFSA File	NFSA Act, 2013 NFSA File	Dealing Assistant				
5	Licensin g	<u>Liquefied Petroleum Gas (Regulation of Supply and Distribution) Order, 2000</u>		Branch Incharge				

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (vii) OF
THE RIGHT TO
INFORMATION ACT, 2005**

(The particulars of any arrangement that exists for consultation with or representation by the members of the public in relation to the formulation of policy or implementation thereof)

Sr. No.	Category of documents	
1.	State Food Commission	Constituted vide notification no. 7/3/366-HII(5)/2018/17972 dated 13.07.2018
2.	District Grievances Redressal Officer(DGRO) (Section 15 of NFSA 2013)	Additional Deputy Commissioner (ADC) designated vide notification no.
3.	Rules(Section 40 of NFSA 2013) for appointment of Chairperson and other members of State food Commission and	Constituted vide notification no. 7/3/366-HII(5)/2018/17974 dated 27.08.2018
4.	District Level Vigilance Committee for Public Distribution System.	DBT Scheme for foodgrains implemented from September, 2015 and the traditional distribution system through FPSs
5.	State Level Vigilance Committee for Public Distribution System	
6.	Consumer Protection Council.	District Consumer Protection Council Constituted

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)
(viii) OF THE RIGHT TO INFORMATION ACT, 2005

(Statement of the boards, councils, committees and other bodies)

Sr. No.	Name of the Board(s)	Name of Council(s)	Name of Committees)	Name of other Bodies (s) constituted by the Deptt.	Whether meetings of these bodies are open to the public (yes/No)	Whether the minutes of such meetings are accessible for public (Yes/No)
1	Not applicable	District Consumer Protection Council(DC P C)	NA	NA	No	No

Relates to boards and corporations.

ANNEXURE-9

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b) (ix) OF
THE RIGHT TO INFORMATION ACT, 2005
(Directory of the officers and employees)

Sr. No.	Name of officers/officials S/Sh./Smt.	Designation	Contact no.
1.	Deepak Kumar	AC(F&A)	9888698526
2.	Manoj Kumar	AFSO	7888603757
3.	Sunita	Sr. Asstt. (Estt.)	8847263903
4.	Bipin Kumar Singh	Junior Auditor	9915050441
5.	Bhaljinder Singh	Inspector	9876340009
6.	Neeraj Ghai (on depudation from Punjab)	Inspector	8054255719
8.	Ram Dass	Inspector	9814356936
9.	Mohan Lal	Inspector	8283033217
10.	Renuka (on depudation from Punjab)	Inspector	9501024925
11.	Harpreet Singh Chahal (on depudation from Punjab)	Inspector	9855634506
12.	Raj Pal (on depudation from Punjab)	Inspector	9216352111
13.	Sumit Jindal (on depudation from Punjab)	Inspector	9888731891
14.	Khushdev Singla (on depudation from Punjab)	Inspector	9317766668
15.	Pitamber Datt	Driver	9888603533
16.	Naresh Kumar	Clerk	9017086178
17.	Shivam Kumar	Clerk	7986353963
18.	Vasu Dev	Clerk	9417725254
19.	Ram Rath	Helper	7307366045

Legal Metrology Wing			
1.	Navneet Kumar	Inspector	7696621736
2.	Lalit Mohan	Inspector	9780053823
3.	Garima	Manual Asstt.	7837841941
4.	Devender kumar	Clerk	8168249558
5.	Manish Kumar	Peon	8968680506

ANNEXURE-10**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)(b)
(x) OF THE RIGHT TO INFORMATION ACT, 2005**

(Monthly remuneration received by the officers and employees)

Food & Supplies and Consumer Affairs

Sr. No.	Employee Name	Salary Pay Band + Grade Pay	Level 7 th CPC
1	Deepak Kumar	9300-34800 + 5400	9
2	Manoj Kumar	9300-34800 + 4200	6
3	Sunita	9300-34800 + 4200	6
4	Bipin Kumar Singh	9300-34800 + 4200	6
5	Bhaljinder Singh	10300-34800 + 4200	6
6	Neeraj Ghai	10300-34800 + 4200	6
7	Ram Dass	9300-34800 + 4200	6
8	Mohan Lal	9300-34800 + 4200	6
9	Renuka	10300-34800 + 4200	6
10	Harpreet Singh Chahal	10300-34800 + 4200	6
11	Raj Pal	10300-34800 + 4200	6
12	Sumit Jindal	10300-34800 + 4200	6
13	Khushdev Singla	10300-34800 + 4200	6
14	Pitamber Datt	5200-20200 + 2000	3
16	Sunil Kumar	5200-20200 + 1900	2
17	Vasudev	5200-20200 + 1900	2
18	Naresh Kumar	5200-20200 + 1900	2
19	Ram Rath	5200-20200 + 1800	1

Legal Metrology Wing

Sr. No.	Employee Name	Salary Pay Band + Grade Pay	Level 7 th CPC
1.	Navneet Kumar	10300-34800 + 3600	6
2.	Lalit Mohan	10300-34800 + 3600	6
3.	Garima Sharma	5200-20200 + 1900	2
4.	Devinder Kumar	5200-20200 + 1900	2
5.	Manish Kumar	5200-20200 + 1800	1

ANNEXURE-11

**DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS
& LEGAL METROLOGY, U.T. CHANDIGARH**

**PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)
(xi) OF THE RIGHT TO INFORMATION ACT, 2005**

(Budget allocated to each of its agency, indicating the particulars
of all plans, proposed expenditures and reports on disbursements made)

Figures in Cr.

Sr. No.	Head/Item of the budget	Budget during the year (2023-24)
1.	3456- Civil Supplies	3.64
2 .	3475- Legal Metrology	0.75
3.	Consumer Helpline (100%CSS)	0.06

ANNEXURE-12

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)
(xii) OF THE RIGHT TO INFORMATION ACT, 2005

(The manner of execution of subsidy programmes, including the amounts allocated and the details of beneficiaries of such programmes)

Sr. No.	Scheme under subsidy given	Manner of execution of subsidy programme	Food Subsidy (Rs.)	Details of beneficiaries
1.	Priority Household	Under the NFSA, 2013 PH Household is entitled to receive 5 Kg food grains in 3:2 ratio of Wheat and Rice per card per month @ Rs. 2.00 & 3.00 per Kg. respectively.	167.52 * per member per month	3,09,088
2.	Antyodaya Anna Yojna	Under the NFSA, 2013 AAY Household is entitled to receive 35 Kg food grains in 3:2 ratio of Wheat and Rice per card per month @ Rs. 2.00 & 3.00 per Kg. respectively.	1172.64.*per family per month	812

*Revised by Gol depending upon the MSP.

ANNEXURE-13

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS &
LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1) (b)
(xiii) OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of recipients of concessions, permits or authorization granted)

Sr	Concessions/Permi t/ <u>authorization grant</u>	Name of the recipient	Address of the <u>recipient</u>
No			
.			
1.			NIL

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER AFFAIRS
& LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE 4(1)

(b) (xv)

OF THE RIGHT TO INFORMATION ACT, 2005

(Particulars of facilities available to citizens for obtaining information)

Facilities available

The Staff is available at the public dealing windows to attend to public inquiries/complaints/suggestions

Toll Free No. 1800-180-2068

Help Line: 1967

Consumer Helpline No.: 18001802079

Through RTI Act from CPIO.

Remarks (No. of days in a week/Timings etc.)

9.30 A.M. to 5.30 P.M. on all
working days at Public Dealing
Window

DEPARTMENT OF FOOD & SUPPLIES AND CONSUMER
AFFAIRS & LEGAL METROLOGY, U.T. CHANDIGARH

PUBLICATION OF INFORMATION REGARDING ITEMS SPECIFIED IN RULE
4(1) (b) (xvi)

OF THE RIGHT TO INFORMATION ACT, 2005

(Budget & Expenditure Report From:- 01.04.20223 to 31.03.2024)

HEAD OF ACCOUNT	BE 2023-24 (Amount in Thousands)
DEPARTMENT : 170 – FOOD SUPPLY AND CONSUMER AFFAIRS	
3456-CIVIL SUPPLIES	
001- DIRECTION AND ADMINISTRATION	
01- DISTRICT FOOD AND SUPPLIES ORGANISATION	
01-00-01 - SALARIES	13182000
01-00-02 - WAGES	5965000
01-00-06 – MEDICAL TREATMENT	936000
01-00-08 – LEAVE TRAVEL CONCESSION	50000
01-00-11 – DOMESTIC TRAVEL EXPENSES	15000
01-00-13- OFFICE EXPENSES	622000
01-00-16 - PUBLICATIONS	23000
01-00-19 – DIGITAL EQUIPMENT	59000
01-00-21 – SUPPLIES AND MATERIAL	15000
01-00-24 – P.O.L	63000
01-00-26 – ADVERTISING AND PUBLICITY	63000
01-00-28 – PROFESSIONAL SERVICES	25000
01-00-29 – REPAIR AND MAINTENANCE	22000
01 –01-05- REWARDS	63000
01 –01-07- ALLOWANCES	7611000
DTAL- 290030-000030 – SUPERINTENDENT DISST AND SUPPLIES OFFICER	29829000

(Budget allocated to each of its agency, indicating the particulars of all plans,proposed expenditures and reports on disbursements made)

Figures in Cr.

Sr. No.	Head/Item of the budget	Budget during the year (2023-24)
1.	3456- Civil Supplies	2.98
2 .	3475- Legal Metrology	0.69
3.	Consumer Helpline (100%CSS)	Nil